

MONTANA STATE HOSPITAL POLICY AND PROCEDURE

RESIDENTS COUNCIL INCENTIVE PROGRAM

Effective Date: November 17, 2004 Policy #: BS-08

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- **I. PURPOSE:** To establish policy and procedure for the use of monetary incentives by the Montana State Hospital Residents Council.
- II. POLICY: The Montana State Hospital Residents Council will periodically sponsor activities designed to encourage Patient participation and involvement with the goals and mission of the Montana State Hospital Residents Council and the Montana State Hospital Peer Support Network. Monetary prizes in the form of "Canteen Cash" will be awarded to encourage Patient participation and involvement with these activities and to reinforce pro-social behavior.

The dollar amount of "Canteen Cash" awarded in any given month is not to exceed \$15.00.

III. DEFINITIONS:

A. Canteen Cash Certificates are printed in \$10.00 (ten dollar), \$5.00 (five dollar), and \$1.00 (one dollar) amounts that may be used to purchase items at the Montana State Hospital Canteen.

IV. RESPONSIBILITIES:

- A. The Accountant is responsible for following this policy and for the management of the Montana State Hospital Residents Council Incentive Program's cash fund.
- B. The Chief Financial Officer is responsible to ensure appropriate procedures are in place to allow accurate management of this program.
- C. The Canteen Manager is responsible for forwarding to the Business Office all "Canteen Cash" received
- D. The Montana State Hospital Residents Council Staff Advisor is responsible for overseeing and supervising the Residents Council and Council members in planning and implementing the incentive program activities and for tracking the amounts of "Canteen Cash" awarded.

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V. PROCEDURE:

- A. The Montana State Hospital Residents Council will provide the Staff Advisor with a written schedule of planned activities with the amount and denominations of "Canteen Cash" required for each month.
- B. The Montana State Hospital Residents Council Staff Advisor will approve the activities, notify the Hospital Administrator, and send a request of "Canteen Cash" to the Business Office.
- C. The Business Office will provide the Montana State Hospital Residents Council with the requested "Canteen Cash."
- D. The Canteen Manager will forward all "Canteen Cash" received to the Business Office on a daily basis.
- E. The Accountant will credit expenses to the incentive program for the Montana State Hospital Residents Council, track the program expenses, and provide a report to the Chief Financial Officer and Montana State Hospital Residents Council Staff Advisor.
- VI. REFERENCES: None
- VII. COLLABORATED WITH: Chief Financial Officer, Montana State Hospital Residents Council Staff Advisor, and Hospital Administrator.
- VIII. RESCISSIONS: #BS-08, Residents Council Incentive Program dated October 17, 2003
- **IX. DISTRIBUTION:** All hospital policy manuals
- X. REVIEW AND REISSUE DATE: November 2007
- XI. FOLLOW-UP RESPONSIBILITY: Montana State Hospital Residents Council Staff Advisor
- XII. ATTACHMENTS: None

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Ed Amberg	Date	Tracey Sweeney	Date	
Hospital Administrator		Chief Financial Officer		